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	Process Owner Director of MCPP	Approval Authority Commanding Officer	

1. Purpose & Scope

This process establishes the method to request approval of Continuing Education Activities for Military Medicine.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 Quality Manual, b) NSHS-004 Quality Systems Document Control, c) NSHS-004 Corrective & Preventive Action, d) SECNAVINST 5212.5 series, e) BUMEDINST 1520.34 series, f) NSHS BETHESDA Instruction 1520.1, g) Nurse Corps Continuing Education Sponsor Guidelines (1997), h) Nurse Corps Continuing Education Provider Guidelines (1997), i) American Nurses Credentialing Center Commission on Accreditation Continuing Education Provider Manual (1996), j) American Nurses Credentialing Center Commission on Accreditation Continuing Education Approver Manual (1996), k) American Medical Association Physicians Recognition Award Information Booklet for CME Providers (2001), l) Accreditation Council for Continuing Medical Education Essential Areas and Their Elements.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **CE:** Continuing Education.
- 3.2 **CME:** Continuing Medical Education.
- 3.3 **MCPP:** Medical Corps Professional Programs.
- 3.4 **CO:** Commanding Officer
- 3.5 **XO:** Executive Officer.

4. Document Review & Concurrence

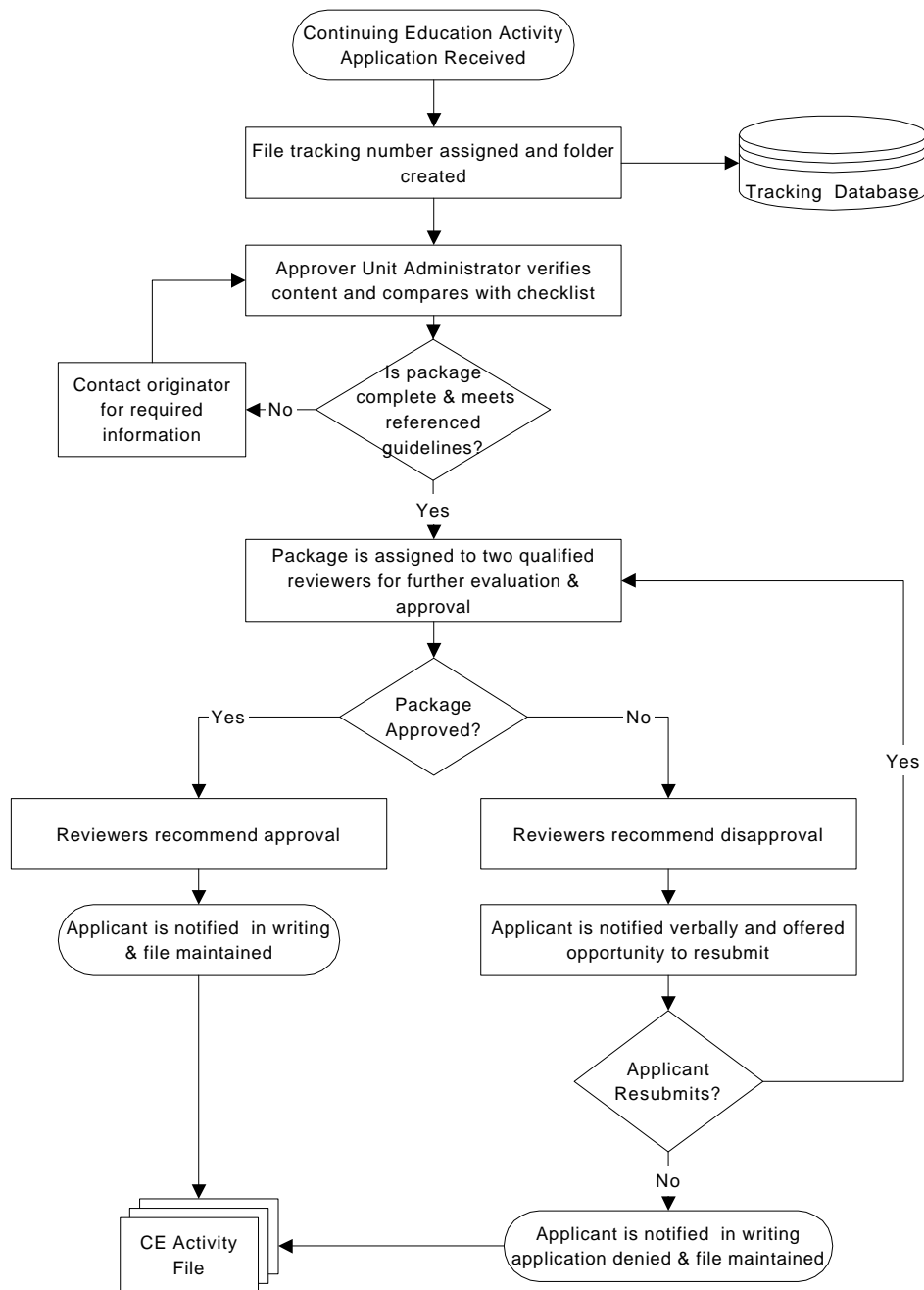
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Director of MCPP	OM (Process Owner)	CAPT T. Miller	Commanding Officer	CO (Approval Authority)	CAPT D. Wynkoop
Head, Nurse Corps Programs	OP2	CAPT G. Mukri	Head, Medical Corps CME	OMC	CAPT C. Macri

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	17 MAY 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
CE Activity File	CE Administrator	File Cabinet	By Unique Number	4 Years	Destroy per SECNAVINST 5212.5 series

8. Addendum

8.1 N/A